Government of Saskatchewan

Annual Report 1982-83

Saskatchewan Public Service Commission

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George McLeod
Minister

November 1, 1983

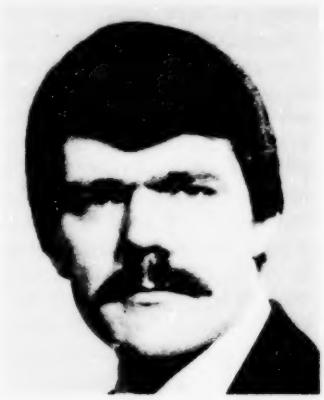
To His Honour
The Honourable F. W. Johnson
Lieutenant-Governor of Saskatchewan
511-A Hotel Saskatchewan
Regina, Saskatchewan

Dear Sir:

In accordance with subsection 2 of section 6 of The Public Service Act, I have the honour to submit the report of the Public Service Commission for the fiscal year ending March 31, 1983.

Respectfully submitted,

George McLeod,
Minister-in-Charge of the
Saskatchewan Public
Service Commission.



T. K. Veltheim
Chairman

November 1, 1983

To Honourable George McLeod
Minister-in-Charge of the
Saskatchewan Public Service Commission
Legislative Building
Regina, Saskatchewan

Dear Sir:

It gives me pleasure to submit herewith the report of the Public Service Commission for the fiscal year ending March 31, 1983.

I wish to acknowledge the significant contributions of my immediate predecessor, David Bock, for his service as Chairman of the Public Service Commission during the 1982-83 fiscal year.

May I take this opportunity to acknowledge the assistance of my fellow Commissioners and the diligent work of the staff of the Public Service Commission.

Yours truly,

T. K. Veltheim,
Chairman.

Introduction

The Saskatchewan Public Service Commission operates under the authority of *The Public Service Act*, serving as the central personnel agency for the Government of Saskatchewan.

The Commission performs a number of regulatory and service functions; the principal functions are:

- recruitment and assessment of candidates
- negotiation of collective bargaining agreements
- classification of positions
- administration of classification and pay plans
- staff training and development
- provision of advice on personnel matters to departments and agencies in the public service
- provision of suitable recognition programs and enhancement of the communication process for employees in the public service.

The Commission itself comprises five individuals. As Chairman of the Commission, Tor Veltheim also serves as chief executive officer of the government's central personnel agency. This position is a full-time appointment. The other Commission members, appointed on a part-time basis for a period of six years, include Isabelle Butters (C.M., General Manager of the Weyburn Co-operative and former Mayor of Weyburn) Harold Hoffman, (President of the Service Employees International Union (SEIU) Local 333, President of the SEIU Prairie Regional Council and Vice-President of the Canadian Central and Western Conference of the SEIU), and Roland Muir (Assistant to the President of the University of Saskatchewan). During the year under review, William Fyles (previously Secretary and Chairman of the Public Service Commission for 29 years) was appointed to the Commission. Because the appointment results from the resignation of a current Commissioner, Roland Crowe, Mr. Fyle's term as Commissioner will be for the remainder of Mr. Crowe's term ending six years from the date of September 18, 1979.

The five Commissioners represent the public interest in the ongoing efforts of the Public Service Commission to improve personnel administration within the Saskatchewan public service.

Commissioners

William Fyles Tor Veltheim Isabelle Butters Harold Hoffman Roland Muir

During the year under review, the Commission met eleven times and heard six classification appeals. Of these, three were denied. The Commission also acted upon one dismissal appeal.

The Employee Relations Branch was involved in negotiations with the SGEU throughout the 1982-83 fiscal year. These bargaining activities resulted in a one-year agreement effective October 1, 1981 to September 30, 1982, and a two-year agreement which commenced effective October 1, 1982 extending until September 30, 1984. A number of Letters of Understanding were concluded to resolve outstanding employee concerns. The branch also developed a government-wide disciplinary policy and conducted training throughout the province to familiarize personnel with grievance and corrective discipline policies. The Employee Assistance Program continued its successful operation.

The Compensation Research Branch conducted a major in-scope salary and compensation survey, and participated in negotiations during 1982-83. Branch staff participated in more than 50 compensation surveys to assist other employers in determining their competitive position relative to the Saskatchewan public service.

During the year under review, the Departmental Services Branch received fewer requests for classification action than during the 1981-82 fiscal year, while experiencing an increase in classification appeals. The branch conducted two training sessions on classification processes. Branch staff also attended a simulated Joint Council session to familiarize themselves with classification appeal hearings. The number of competitions held for vacant positions decreased considerably from 1981-82; however, the number of applications received per competition increased. Continued emphasis was placed on the training of line managers and personnel administrators in staffing policy, methods and procedures. The Classification Development Unit continued to update the classification plan, revising eight occupational groups in 1982-83. During the time period covered in this report, 1,378 Labour Service positions were converted to the permanent classified service. The recruitment advertising function of the branch developed new cost-saving strategies. The Special Programs Unit interviewed 714 individuals and its candidate inventory grew to more than 600 target group persons.

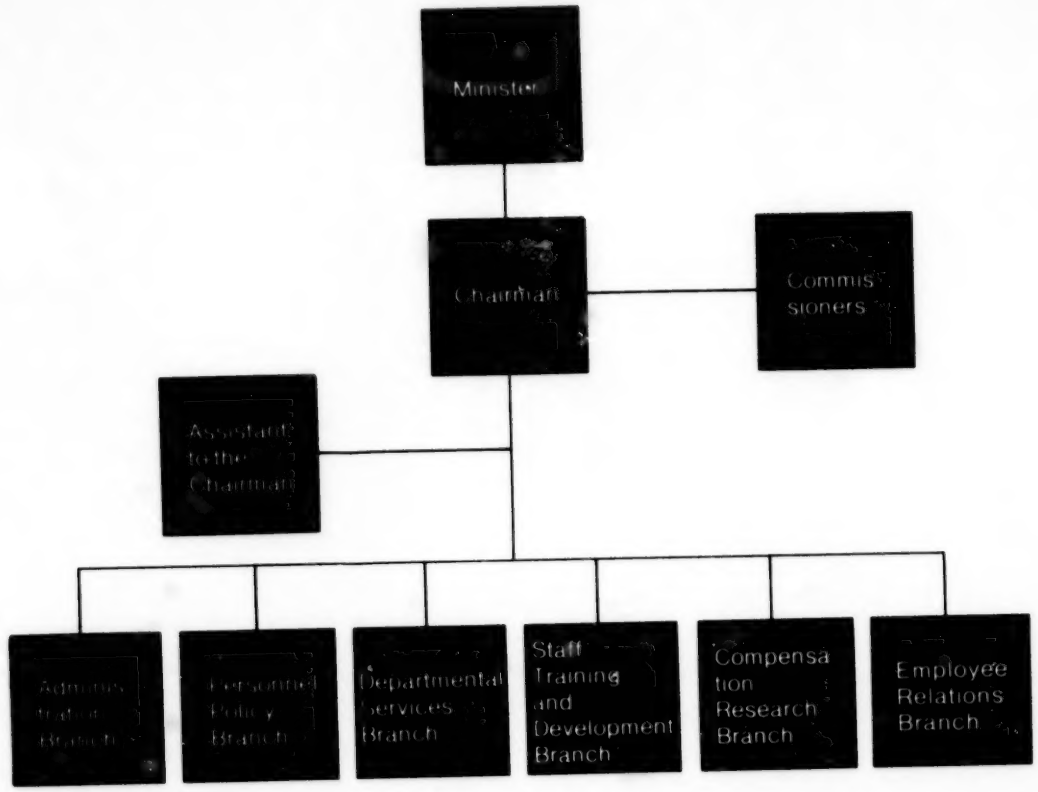
The Personnel Policy Branch conducted projects directed towards the development of policies to promote the efficient and effective use of human resources in the Government of Saskatchewan. Some of these projects were Productivity Improvement, Performance Management, Hiring Procedures, Technological Change and Quality of Working Life.

During the 1982-83 fiscal year, the Staff Training and Development Branch was assigned responsibility for the assessment centre used to select candidates for the Executive Development Program of the Executive Council. A project team consisting of staff from the branch and other departments selected and adopted an effective performance appraisal system to meet the needs of the government. Two new courses were added to the clerical development series and four other new courses were introduced to serve a variety of client groups. The Service-wide Orientation Program was realigned from the Communications Branch to the Staff Training and Development Branch.

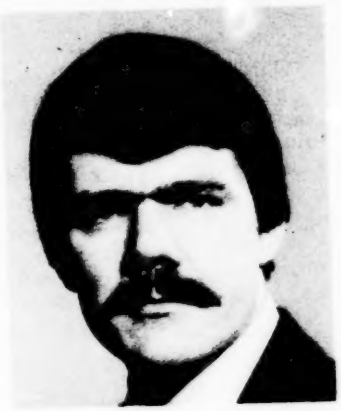
The Administration Branch completed work on the Systems Proposal and Conceptual Design for the new Human Resources Information System (HRIS), a new system intended to improve upon and replace the existing Personnel Data System (PDS). Several functions were realigned from the Communications Branch to the Administration Branch during 1982-83. These functions included the Public Service Employee Recognition Programs, the Resource Centre and publications such as the PSC POST and Personnel Administrators Bulletin.

For further details, please refer to the appropriate chapters of this annual report.

Organization Chart



Employee Relations Branch



Tor Veltheim — Executive Director

Objectives

The Employee Relations Branch is responsible for the labour relations activities which take place between the Government of Saskatchewan as employer and the bargaining agents certified as employee representatives, and for assisting departments in establishing and maintaining positive employer-employee relations throughout the Saskatchewan public service.

Section 58 of the Public Service Act sets out the authority for the Crown to enter into collective bargaining agreements with its employees.

Functions

Major branch functions include:

- Collective Bargaining
  - The negotiation of collective bargaining agreements between the Government of Saskatchewan and the certified bargaining agents representing its employees as to conditions of employment, hours of work and rates of pay;
  - Interim negotiations with respect to scope, hours of work designations, probationary periods and rates of pay for new classes of positions established during the term of the agreements, and such other matters as arise in-term.
- Contract Interpretation
  - To provide formal interpretations of the collective agreement provisions.
- Contract Administration
  - To advise and direct operating departments on the application of collective agreements.
- Grievance/Arbitration Administration
  - To establish and maintain an effective grievance and arbitration policy for service-wide application, and to provide advice and assistance to departments in the resolution of specific grievances and arbitration cases.
- Contract Analysis
  - To provide a comprehensive information base to be used in advising departments of Public Service Commission practice in contract administration, grievances and arbitral jurisprudence.
- Employee/Employer Relations
  - To establish and administer an improved Employee Assistance Program designed to deal fairly and objectively with employees who experience performance problems due to personal/medical problems.

Activities

Each in-scope employee in the Saskatchewan public service is covered by one of two collective agreements. The agreement with the Saskatchewan Government Employees' Union (SGEU) covers individuals employed in a wide variety of occupations in the classified division of the public service and in the labour service. The agreement with the Canadian Union of Public Employees, Local 600 (CUPE 600) covers employees working in 7 psychiatric, mental retardation and nursing home facilities.

Negotiations with the SGEU, which commenced July 20, 1981, were concluded on June 30, 1982 with the signing of a one year collective agreement covering the period October 1, 1981 to September 30, 1982. The agreement included a number of improvements in benefits, hours of work and overtime payments, agreement language, allowances and differentials, as well as a significant number of special wage adjustments, and the conversion of over 1,350 labour service employees to permanent status. Negotiations for a renewal of this agreement with SGEU commenced on November 1, 1982 and were completed on January 31, 1983 with the signing of a two-year agreement extending from October 1, 1982 to September 30, 1984. The agreement included a general wage increase, improvements in benefits, allowances and differentials and a number of agreement language changes.

As the collective bargaining agreement with the Canadian Union of Public Employees was in place for a two year period expiring September 30, 1983, no renewal negotiations occurred.

During the year a number of Letters of Understanding were concluded to resolve outstanding employee relations problems primarily related to special Hours of Work arrangements in various work settings.

During the 1982-83 fiscal year the branch received a number of requests for assistance in collective bargaining from other employers such as Community Colleges, Workers Compensation Board, and the Saskatchewan Housing Corporation. In response to these requests, the branch's involvement in the collective bargaining activities of these employers ranged from providing advice regarding negotiation strategies to conducting the negotiations on behalf of these other employers.

Grievances

During the fiscal year 1982-83, the branch received 183 grievances. Of this number, 135 were resolved through the normal process, while 15 were resolved through the arbitration process.

The branch finalized the development of a government-wide disciplinary policy and conducted training throughout the province to familiarize supervisors and managers with the government policies respecting grievance administration and corrective discipline.

Employee Assistance Program

The program continued its successful operation during the year, accepting 50 formal supervisory referrals, 33 voluntary referrals, and offered consultations on another 76 situations involving unsatisfactory work performance.

The Employee Assistance Program policy and guidelines were revised during the year with plans for implementation in the 1983-84 fiscal year. Discussions continued with both CUPE 600 and SGEU regarding a joint approach to this program.

Compensation Research Branch

Rick McKillop — Director

Objectives

The Compensation Research Branch provides recommendations to the Public Service Commission regarding compensation policy and practices that will enable the Government of Saskatchewan to attract and retain the employees that it requires.

Functions

Specifically, the branch is responsible for:

- determining the position of the Saskatchewan Public Service in the employment market:
- developing and maintaining the information base required to ensure that the employer is fully informed of what constitutes a competitive employee compensation package;
- participating in negotiations with public service unions as it relates to compensation issues;
- making recommendations to the government regarding amendments to the compensation plan for employees excluded from collective bargaining;
- administering the Management Series classification and compensation plan.

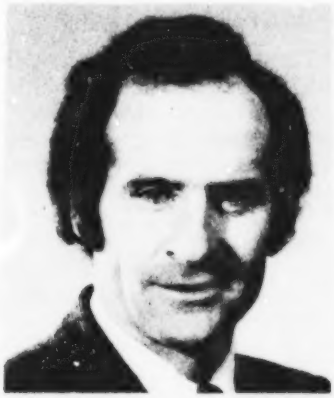
Activities

During the year under review, the Compensation Research Branch conducted a major in-scope salary and compensation survey which was used to provide basic information on compensation issues for the 1982 round of collective bargaining with the Saskatchewan Government Employees' Union. Branch staff also participated as part of the management team in respect to these negotiations. Also, in 1982-83, the branch conducted a survey of out-of-scope employees and based upon the results, prepared recommendations to the government for general policy adjustments for this group of employees.

Branch staff participated in more than 50 compensation surveys during the year to assist other employers in determining their competitive position relative to the Saskatchewan public service. These surveys covered various in-scope and out-of-scope employees categories. In addition, the branch was involved in researching and developing salary structures for twenty-one new classification series that were implemented during the year.

The branch was involved in the ongoing administration of the Management Series job evaluation plan, analyzing and classifying 41 senior management positions. As well, branch staff provided advice and assistance to departments in administering the Management Series performance pay plan and monitored their recommendations for compliance with program guidelines.

Departmental Services Branch



Ken Johns — Executive Director

Objectives

The Departmental Services Branch provides an integrated approach to classification plan administration and staffing. Combining the classification and staffing functions into one administrative and program structure has enhanced the quality of service delivered to line departments. This integration enables personnel officers to become thoroughly familiar with the position prior to the staffing process as well as providing a more balanced and varied workload.

The general purpose of the Departmental Services Branch is to assist line managers in achieving program objectives. The branch ensures that positions are equitably aligned and hence fairly compensated so as to recruit and retain qualified people broadly representative of the population of Saskatchewan. Collaboration between the branch and the Special Programs Unit facilitates the entry and career development of individuals of Indian ancestry and handicapped individuals into the Saskatchewan public service. To provide for greater accessibility, an office in Saskatoon was opened in December, 1981. Those responsibilities associated with the Departmental Services Branch are now being provided by professional personnel to the general public and government departments in the Saskatoon area.

Operations Division

The Operations Division of the branch is responsible for the day-to-day classification and staffing of positions in the Saskatchewan public service.

Classification

Functions

The classification function of the branch is to serve departments and agencies in the public service through the administration of a sound and equitable classification plan. More specifically, the responsibilities include:

- classifying new positions
- reviewing requests for reclassification initiated by management or by employees
- representing the Public Service Commission at classification appeal hearings
- participating in the development of new or revised compensation structures
- providing advice and assistance to departments, agencies and individual employees of the public service on matters related to classification.

Activities

The workload of the branch is generated and determined by the operating requirements of the client departments. The number of requests for classification review depends to a large extent on the number of positions allocated to departmental programs and the changing use made of the mix of these positions in carrying out program responsibilities.

During the year under review, the Commission received fewer requests for classification action than during the 1981-82 fiscal year. This decrease can be attributed to program changes and departmental reorganizations. As well, a total of 158 classification appeals were received in 1982-83, compared to 102 in 1981-82.

The branch conducted two training sessions on classification procedures, with 27 personnel administrators participating. Public Service Commission personnel administrators also attended a simulated Joint Council session to familiarize them with classification appeal hearings.

Classification Statistics

Encumbered Positions	1981-82	1982-83
Requests		
On Hand (Beginning of the Year)	139	46
Received During the Year	625	497
Total	764	543
Disposition		
Withdrawn or Cancelled	76	36
Reviewed and Classified	642	469
Pending at Year End	46	38

Vacant Positions		
Requests		
On Hand (Beginning of the Year)	21	11
Received During the Year	573	377
Total	594	388
Disposition		
Withdrawn or Cancelled	11	11
Reviewed and Classified	572	372
Pending at Year End	11	5

Positions for Initial Classification		
Requests		
On Hand (Beginning of the Year)	11	1
Received During the Year	385	196
Total	396	197
Disposition		
Withdrawn or Cancelled	1	10
Reviewed and Classified	394	186
Pending at Year End	1	1

Staffing

Functions

The staffing function of the branch is to recruit the necessary qualified personnel to fill permanent vacancies in the public service. Specifically, the objectives of the staffing function are:

- to ensure that the 'merit principle' is maintained regarding employment in the public service
- to conduct an active recruitment program to fill vacancies in the classified public service
- to establish and maintain objective, merit-based selection standards which ensure comparability and equity across the service
- to provide staffing officers who serve as chairpersons of selection panels and certify up to three qualified candidates from each competition
- to develop and administer qualifying employment examination and assessment methods which are fair, reliable and valid
- to audit and enhance the quality of staffing functions delegated to line departments
- to provide advice and training to line managers and personnel administrators in all aspects of the staffing process
- to co-operate in the development and implementation of special employment programs and to monitor their effectiveness
- to effectively manage the re-employment of employees affected by program changes or by employees returning from leaves of absence.

Activities

The workload of the branch is determined by the requirements to fill vacant positions and by the number of job applicants in the labour market. The number of positions to be filled depends upon the turnover of existing staff and changes in government programs requiring either new employees or placement of present employees in alternate positions.

Staffing Statistics	1981-82	1982-83
Number of Competitions	1,747	928
Number of Applications	19,001	11,455
Number of Employment Interviews	5,787	2,955
Number of Certifications	2,104	1,061

During the year under review, the number of competitions held for vacant positions decreased considerably from 1981-82. However, the number of applications received per competition increased over the previous year.

Continued emphasis was placed on the training of line managers and personnel administrators in staffing policy, methods and procedures. These methods focussed on analyzing and assessing the knowledge, skills, abilities and suitability of candidates to perform the duties of the vacant position. Wherever possible, assessments were based on objective demonstrations of abilities rather than on formal academic skills alone. A total of two training workshops were held, with 48 line managers and personnel administrators participating.

Development Division

The Development Division is responsible for the development, revision and implementation of classification structures and systems and for major conversions of positions to the new or revised structures.

Classification Development Unit

This unit is involved in updating the classification plan for public service positions to reflect current operational practices in classification methodology, as well as the organizational changes in departments and agencies. The existing classifications have been reorganized and a new format finalized. In 1982-83, eight occupational groups were revised under the new format.

Labour Service Conversion

During the year under review, 1,378 Labour Service positions were converted to the permanent classified service.

Advertising

The Departmental Services Branch manages a consolidated advertising budget for all permanent vacancies in the classified public service. Advertising for employment vacancies is concentrated in Saskatchewan newspapers to facilitate the entry of Saskatchewan residents into the public service. Vacancies that are difficult to recruit are advertised, as necessary, in other provincial jurisdictions.

The advertising function was expanded this year to include new cost-saving strategies, such as the implementation of systems for monitoring applicant response. Steps have been taken toward optimizing the efficiency of newspaper selection and exploring alternative means of recruiting qualified candidates such as radio advertising.

Career Days

The branch represents the Government of Saskatchewan at Career Days events sponsored by universities and technical institutes in the province. Participation at these events enables the Public Service Commission to familiarize students with the means and benefits of joining the public service of Saskatchewan.

Career Day — University of Saskatchewan, Saskatoon

Special Programs Unit

The purpose of the unit is to facilitate the recruitment and retention of individuals of Indian ancestry and individuals with physical disabilities into the Saskatchewan public service. The major activities of the unit are:

- administration of the Native Employment in Government Program, the Government Employment Program for the Disabled and the Training on the Job/Special Needs Program; this also involves design of training-on-the-job situations and the setting and monitoring of training goals for specific candidates
- screening vacancies in the public service to determine if recruitment from the two target groups is feasible
- consultation with department personnel staff to encourage the increased recruitment of target group individuals
- liaison with organizations in the community which assist target group individuals to find employment
- operation of a candidate inventory and referral system
- provision of career counselling to persons from the two target groups
- follow-up of target group candidates through the staff selection process.

Involvement of Persons of Indian Ancestry and Persons With Physical Disabilities* With the Special Programs Unit in 1982-83

Training-on-the-job Programs	22
Access to temporary positions via the Special Programs Unit (no formal training programs involved)	34
Permanent appointments	27
Total:	83

*Persons who identified themselves as members of the target groups for affirmative action.

Persons interviewed by the Special Programs Unit

Persons of Indian ancestry	559
Persons with Physical Disabilities	121
Other persons with special needs	34
Total:	714

The Special Programs Unit also operates a candidate inventory which is used to refer persons from the two target groups into regular competitions and into temporary employment opportunities. The inventory contains applications of over 600 target group persons.

Regular Competition Process

Persons of Indian Ancestry

1982-83	Applicants	Interviewed	Certified
	100	40	21

Persons who are Physically Disabled

1982-83	Applicants	Interviewed	Certified
	32	8	5

Staff Training and Development Branch

Bill Duncan — Director

Objectives

The Staff Training and Development Branch provides opportunities for employees to enhance on-the-job knowledge and skills to meet the changing requirements of the Government of Saskatchewan.

The branch encourages other government departments and agencies to promote the maintenance and development of competencies and skills that will result in increased productivity.

Functions

To reach these objectives the functions of the branch include:

- Career Planning and Development
- Staff Training
- Human Resource Management
- Administrative Development Diploma (ADD) Program
- Education Leave Program.

Activities

Career planning and development: During the 1982-83 fiscal year the branch continued to add new courses relating to management skills. It also received the responsibility for the administration of the assessment centre used to select candidates for the Executive Development Program of the Executive Council.

Human Resource Management: Effective performance appraisal is the basis of good human resource management. During the year a project team consisting of staff from the branch and other government departments selected and adopted a system to meet the needs of the government. The system selected came with a 3 1/2 day training program that provided supervisors with the skills necessary to use it effectively. Departments are not required to use this system and may choose another. An orientation presentation was prepared and most departments sent representatives to attend these sessions. The new system has been very well received and implementation plans have been made into 1983-84.

Staff Training Course Development: During the year under review the branch sponsored 78 courses which were attended by 1,323 participants.

Expansion of training programs for employees in the clerical classification continued with the addition of a supervisory course and an administrative skills course. These additions bring the total to 5 courses in this area compared to 1 two years ago.

In addition, 4 new courses were introduced to serve a variety of client groups.

- Managing Your Stress Personalities
- Supervision
- Managing in a Stressful Environment
- Managing Interpersonal Relationships.

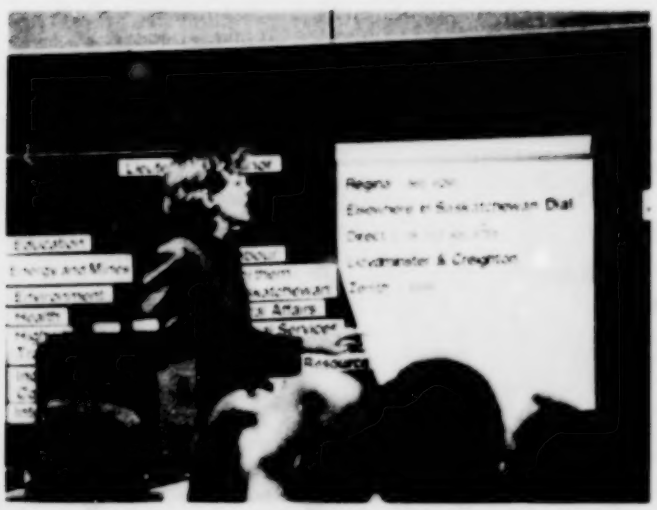
Administrative Development Diploma (ADD) Program: The ADD Program offers employees within certain clerical classifications the opportunity to obtain qualifications for junior professional level positions.

The Administrative Development Diploma Program graduated 8 students in 1982-83 and 16 were admitted to the program as of March 31, 1983. Sixty-four employees were actively enrolled in the program.

Education Leave Program: Under this program, eligible employees are granted a leave of absence to further their education at a recognized institution.

Education Leave Policy requires that the educational objectives of successful applicants must be consistent with the needs of their departments.

Assent was given in the 1982-83 fiscal year to 77 applications for education leave. There were 380 employees whose request for tuition reimbursement received approval.



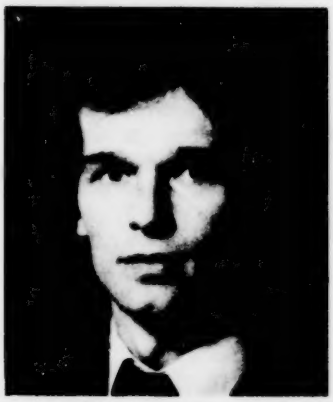
Service-wide Orientation Program

Service-wide Orientation Program: During 1982-83, this program was realigned from the Communications Branch to the Staff Training and Development Branch. The Orientation Program provides new employees throughout the province with an overview of the Government of Saskatchewan's organizational structure, role and responsibilities; provides information regarding the new employee's role and responsibilities as a public servant; and provides information on the role of central government agencies.

Thirty-five orientation sessions were conducted during the months of April, October, November and December, 1982 in Saskatoon, North Battleford, Regina, Moose Jaw, Swift Current, Prince Albert, La Ronge and Yorkton.

New "Administrative Skills for Secretaries" course

Personnel Policy Branch



David Babiuk — Director

Objectives

The activities of the Personnel Policy Branch are directed towards developing policies to improve current personnel management practices, and towards increasing the ability of the Public Service Commission to anticipate and respond effectively to emerging personnel issues.

Functions

The responsibilties of the branch include:

- Policy Review: the revision of existing policies and regulations
- Policy Development: the identification of current or future personnel issues and subsequent development of policies and regulations
- Research Support: short-term research and special projects in support of the Chairman and other branches of the Public Service Commission.

Activities

During 1982-83, branch projects concerned with the development of policies to promote the efficient and effective use of human resources in the Government of Saskatchewan included:

- Productivity Improvement: reviewed current personnel practices and researched policy initiatives in support of the Public Service Commission's role as the central personnel agency and its contribution to government-wide productivity improvement efforts.
- Performance Management: completed a performance appraisal system for the public service and assisted in planning an implementation strategy for the system.
- Hiring Procedures: assisted in a review of hiring procedures and interview techniques to ensure that the most qualified candidates are selected in a fair and efficient manner.

A number of additional projects were undertaken by the branch to enhance the Public Service Commission's awareness of specific emerging issues in the personnel environment:

- Technological Change: researched personnel issues associated with technological change and possible responses to these concerns.
- Quality of Working Life: examined Quality of Working Life and its potential application in the public service.

The branch was active in reviews of current personnel policies which were identified as requiring clarification and amendment to operate most effectively:

- Official Personnel Files: prepared recommendations on the location, contents, and maintenance of the official personnel files for all public service employees.
- Conflict of Interest Guidelines: continued work on possible revisions to the present guidelines to take into account new concerns.

The branch provided short-term research support in response to requests for information from a variety of sources including the Chairman, branches within the Public Service Commission, other central agencies and line departments, and jurisdictions outside of Saskatchewan.

Administration Branch

Pat Bugera — Director

Objective

The general objective of the Administration Branch is to provide internal administrative support within the Public Service Commission, as well as personnel information services to all departments/agencies.

Functions

The branch provides the following administrative support services to the Commission:

- accounting
- payroll
- co-ordination and acquisition of accommodations, telephones, supplies and furniture
- mail
- co-ordination of budget preparation
- co-ordination of expenditure control
- personnel administration and record keeping
- word processing

Human Resources Information

The branch provides and controls personnel information regarding all employees of the Saskatchewan public service. This is accomplished through the maintenance of a major records management system and the operation of a computer-based Personnel Data System (PDS).

The salary survey and bargaining support systems are maintained by the branch for compensation research purposes.

Communications Unit

During the year under review, several functions were realigned from the Communications Branch to the Administration Branch, Communications Unit. The functions of this unit include:

- developing channels of communication with the public service employees to communicate the services provided by the Public Service Commission, to provide for employee recognition and to keep employees apprised of changes in government policy, services, organization and other job-related information
- maintaining a Resource Centre that serves as a central information base offering a wide range of interpretive material to Commission staff and personnel managers in government departments and agencies
- supervising all printing and publications for the Public Service Commission.

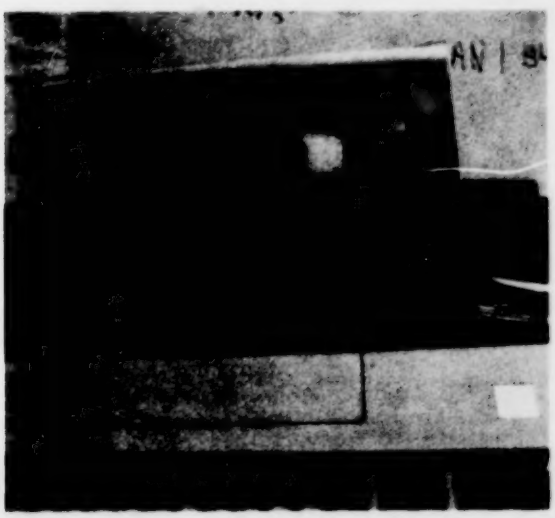
Public Service Employee Recognition Programs

In 1982-83, this function, which provides public service employee recognition programs for long service and retirement, was also realigned from the Communications Branch to the Administration Branch.

Activities

During the 1982-83 fiscal year, the Administration Branch:

- completed work on the Systems Proposal and Conceptual Design for the new Human Resources Information System (HRIS); the new system is intended to improve upon and replace the existing Personnel Data System (PDS)
- received approval to proceed with the detail design phase of HRIS
- published six editions of the PSC POST, the service-wide employee newsletter
- expanded the collection of books, periodicals and government documents available in the Resource Centre, and continued efforts to provide efficient reference services such as fact verification, literature searches, inter-library loan service and bibliography preparation; the Resource Centre published a bi-monthly list of newly-acquired library materials
- co-ordinated all printing and publications of the Commission including various forms, brochures, annual report and news releases
- continued to publish the Personnel Administrators Bulletin, a capsule update of recent personnel-related developments and UPDATE, a summary of developments with regard to negotiations for the information of all out-of-scope employees
- conducted seven Long Service Recognition Banquets — two in Regina and one each in Moose Jaw, Swift Current, North Battleford, Saskatoon and Yorkton — at which the Commission honoured 192 employees who had achieved 25 years of service, and five 40-year employees; as well, approximately 2,800 employees were personally presented with 10-year service pins by the Chairman of the Public Service Commission at government offices and work locations from Prince Albert to Whitewood and Lloydminster to Yorkton
- provided gifts and mementos for presentation to retiring employees.



HRIS test screen

Presentation of 10-year service pin

Unclassified and Excluded Service

In accordance with the provisions of Section 46(2) of The Public Service Act, following is a list of positions which have been transferred to the unclassified division of the public service or excluded from the operation of the Act, during the 1982-83 fiscal year.

Department	Class
Agriculture	Clerk Typist 2 Clerk Typist 3 (2) Community Development Representative
Attorney General	Clerk Stenographer 3 Crown Solicitor 1 Director Public Prosecutions
Consumer and Commercial Affairs	Acting Board Member (Prov. Mediation Bd.)
Continuing Education	Clerk Typist 3 Clerk Stenographer 3 Administrative Assistant Senior Research Officer Native Career Development Consultant
Culture and Recreation	Clerk Typist 3
Education	Clerk Typist 2 Clerk Typist 3 Clerk 3 Administrative Officer 1
Energy and Mines	Clerk Typist 3
Finance	Clerk Stenographer 4 Administrative Analyst 1 Administrative Analyst 3 (2) Administrative Analyst 4 Executive Associate
Government Services	Clerk Typist 3 (2)
Health	Clerk Stenographer 4 Director of Public Communication Public Health Nurse 1 Assistant Executive Director (M.S. 4)
Highways and Transportation	Research Officer 2
Industry and Commerce	Clerk Stenographer 4
Intergovernmental Affairs	Clerk Stenographer 4 Administrative Analyst 3 (2) Administrative Assistant Dir., Liaison & Co-ordination Indian & Native Affairs Acting Special Advisor to the Minister Responsible for Communications Director of Policy and Operations Research Officer 2

POOR

QUALITY

ORIGINAL